

ANNUAL GENERAL MEETING
Of the
BRADENSTOKE SOLAR PARK COMMUNITY BENEFIT FUND
Wednesday 16th October 2019
DRAFT MINUTES

Attendees:

Allison Bucknell (AB) Wiltshire Unitary Councillor for Lyneham, LGC Chair
Mel Wilkins (MW) Chair of Hilmarton Parish Council
Richard Tucker (RT) Chair of Bremhill Parish Council
Stephen Depla (SD) Chair of Christian Malford Parish Council
Tim Bowhay (TB) MOD
Alan Truscott (AT) Grants Manager Community First (part meeting)
Mary Hardwidge (MH) Administrator Community First, LGC Secretary

Also present

Carol Jenkins (CJ) Lyneham and Bradenstoke Parish Council - observer

Absent:

Peter Falding (DIO)
Matthew Ash

AB: Welcomed everyone to the AGM

1. APOLOGIES FOR ABSENSE

None received

2. MINUTES OF THE PREVIOUS AGM

Signed as accurate by AB

3. REPORT TO AGM (Chair)

AB read out the report

AB wanted to record thanks from the Committee to Julian Brookes for the smoothness of the handover of administration to CF and thanks for his hard work in his role as Secretary.

4. REPORT TO THE AGM (Financial)

AT and MH distributed an updated set of financial figure showing the income and expenditure. There showed a balance in the bank of £53,833.38.

AT proposed that the financial year should be from 1st September and 31st August every year. This was seconded by SD. It was reported that there was £5,915.18 uncommitted funds to date.

5. REVIEW OF GRANTS SINCE THE LAST AGM

It was reported that there are 2 projects which were submitted as EOIs some time ago, one being over 2 years previously. It was agreed to remove the Moravian Church submitted on 27th August 2017.

Action: MH to write to the project to inform them it is being removed but to invite them to reapply if they would like to.

It was agreed that Foxham Reading Rooms (EOI April 2019) should also be removed and written to asking for a progress report and that they should resubmit.

Action: MH to write to Foxham Reading Rooms to ask for resubmission.

AB reminded everyone that because the fund is not public money there is not a limit and projects can apply for full funding. The committee felt that fully funded projects should be at a limit of £5,000. If more than match funding should be sought by the project. All applications must show evidence of need by the community.

TB asked about projects with monies in their bank accounts and questioned if they should be funded. AB explained that groups always should have a contingency fund for unforeseen emergencies such as boiler breakdowns etc. RT suggested asking larger projects if they have looked for other sources of funding.

AB remarked that there are not many 'green' projects. And it may be a good idea to look for projects from communities 'inside the wire' at MoD Lyneham.

AB also pointed out many other sources of funding available through the Rural Funding Bulletin.

Action: MH to circulate Rural Funding Bulletin to the committee .(Done)

6. MEMBERSHIP OF GRANT COMMITTEE

There is currently no Treasurer and it was agreed that Community First should prepare papers each year and present them to the AGM as this year. AT pointed out that the accounts will be audited by CF Auditors each year in June.

AB reported that there has been no representation of Lyneham and Bradenstoke since March 2019. This should be the Chairman of the PC but this position is currently vacant. It was suggested that the Lyneham and Bradenstoke PC should be written to and asked for representation on the committee. It was suggested that it could be the Vice Chairman or other councillor formally nominated by the Parish Council.

This was proposed by AB and seconded by MW.

Alan Truscott left the meeting.

Action: MH to write to the Clerk of the L&B PC to ask for a representative

7. REVIEW OF GRANT FUND CRITERIA

4.2 There was a discussion and SD suggested that a sustainability representative should have input to the decisions on the fund especially in today's climate. TB remarked that there needs to be something tangible on the application form which shows green issues have been thought about.

It was decided to leave the criteria how it is currently as it could always be revisited at a later date.

8. VOTING: LOCAL GRANT FUND COMMITTEE MEMBERS (ALL POSTS TO BE REELECTED)

ALL MEMBERS OF THE COMMITTEE WERE REELECTED PROPOSED BY AB AND SECONDED BY MW.

9. ELECTION OF CHAIR, TREASURER AND SECRETARY

Chair – AB proposed by MW and Seconded by RT

Treasurer – SD proposed by AB and seconded by RT

Secretary – MH proposed by AB and seconded by MW

10. REVISED APPLICATION FORM

AB reported that there has been a new version of the EOI and FGA. This will merge the two forms into one. The following was decided:

What sort of projects are eligible? – A clear tangible community benefit/Asset reducing fuel consumption costs.

Section B – there should be examples on the website of the type of projects the fund will support.

Alleviating Fuel Poverty should perhaps read Reducing Energy Usage to Improve Fuel efficiency.

Action: AB and MW to make amendments to the application form and distribute. MH to use current system until then.

TB suggested that a flow chart be devised to help with the application process.

Action: TB to devise a visual spreadsheet and distribute to the group.

11. INCREASING AREA OF BENEFIT

There was a discussion on whether to include Dauntsey, Tockenham and Clyffe Pypard as new areas of benefit.

It was decided that the areas should be left as they are at the moment as the funds are being spent. However, TB suggested that groups in the new areas could be contacted if there is a surplus near the end of this financial year prioritizing the 'green' criteria. This could be ringfenced monies of £5 – 10k. AB suggested that the new areas could be contacted in the early Spring when there was a clearer idea of the remaining funds.

It was agreed to revisit this at the next AGM.

12. AMENDMENT TO CONSTITUTION

The amendment to the constitution involves financial arrangements after Community First were appointed as administrators of the fund.

These were proposed by AB and seconded by MW.

13. ANY OTHER BUSINESS

TB reported that he was soon to be taking up a new assignment and so this means that he would be stepping down from the committee and appointing his successor as the new MOD representative for the fund. He will let the committee know when this happens and make his successor aware of his role within the committee of the fund.

AT requested that the committee confirm at the end of the meeting they were happy with the presentation of the AGM papers this year.

RT suggested the pages be numbered. This was agreed.

14. DATE OF NEXT MEETING

This will be decided nearer the time.